



September 11, 2013

## **Registration and Title Bulletin # 031-13 Policy and Procedure**

**TO:** All County Tax Assessor-Collectors and Motor Vehicle Dealers

**SUBJECT:** Capturing Legal Name and Identification Information

### **PURPOSE**

**(This RTB replaces and rescinds RTB #030-13.)**

To provide requirements for capturing legal name and identification (ID) information on the form 130-U and the Registration and Titling System (RTS).

### **DETAILS**

Legal name and photo identification requirements changed as of September 1, 2013. In conjunction with these changes, the form 130-U (Rev. 8/2013), application for Texas Title, has been updated to include space for legal name and identification information. The TxDMV has ordered the new paper version of the form for the County Tax Assessor-Collector offices. Additionally, the new version of the form is available on the TxDMV Website for immediate use. The TxDMV recommends utilizing the new form, that can be [downloaded](#), for title applications with a sale date on or after September 1, 2013. However, we will continue to accept the old form as long as the ID type and number are written in the gray box or the upper right margin. If the ID used is a driver's license, state ID, or passport, also include the issuing state, territory, or country information in the upper right margin. This information will be entered into RTS.

RTS 7.3.0 includes new fields for capturing ID type, number, issuing state, territory, or country, if applicable. The Pilot for 7.3.0 started September 1, and the statewide release is scheduled for September 16, 2013.

Valid identification documents and identification requirements can be found in RTB #024-13. Legal name requirements can be found in RTB #026-13. Both RTBs are dated August 26, 2013, and are available at [www.TxDmv.gov](http://www.TxDmv.gov).

### **COUNTY ACTION**

You should be capturing ID information for applications submitted to your office. **However, title applications that do not have the ID information should not be rejected at this time.** Any application received in your office after October 31, 2013, that does not have the ID information, must be rejected. After that date, RTS will not allow you to proceed with the transaction without the ID information. The ID type and number, and issuing state, territory, or country, if applicable, should be written in the boxes provided on the new form 130-U (Rev. 8/2013). If an older version of the form 130-U was used, the identification information should be written in the gray box or the upper right margin of the form. **Please do not reject an application if the applicant provided the proper identification information, but used a previous version of the form.**

Dealers using DTA software must also comply by capturing the ID information on the form 130-U. This may be accomplished by software programming or by handwriting the information. When handwriting on the new form 130-U (Rev. 8/2013), the ID type and number should be written in the boxes provided. When handwriting on the previous version, the identification information should be written in the gray box or the upper right margin. DTA vendors will be required to update their software to match the RTS Spring release.

**Any DTA transaction received by the county on or after November 1, 2013, that does not include a form 130-U containing ID type and number will be rejected.**

For customers at the county, make sure the name on the form 130-U matches the name provided on the ID. If the name does not match, the applicant must correct the form 130-U by using a single line to mark through the incorrect information and write the corrected name or complete a new form 130-U.

#### **DEALER ACTION**

All title applications received by the county on or after November 1, 2013, must include the ID type, number, issuing state, territory, or country, if applicable, on the form 130-U, or they will be rejected. The new form 130-U (Rev. 8/2013) provides a space for the identification information. If using an older version of the form 130-U, write the identification information in the gray box or the upper right margin.

The name on the form 130-U must match the name provided on the required ID presented. If the name does not match, the applicant must correct the form 130-U by using a single line to mark through the incorrect information and write the corrected name or complete a new form 130-U.

#### **CONTACT**

If the motor vehicle dealers have questions, please contact your counties. If the counties have questions, please contact your local TxDMV Regional Service Center.

Sincerely,

A handwritten signature in blue ink that reads "Randy Elliston". The signature is fluid and cursive, with the first name "Randy" and last name "Elliston" clearly distinguishable.

Randy Elliston, Director  
Vehicle Titles and Registration Division

Attachments